**From:** Sanjana BS
**Sent:** 23 November 2021 12:19 PM
**To:** Bhushan MB.
**Cc:** Hima Bindu G; Bhagya Lakshmi Kadabur; Lakshmi Vishwanath; Sunil Kavoor Pai
**Subject:** RE: Performance Improvement Plan

Hi Bhushan,

Below is the MOM for your fortnightly performance assessment meeting held on 23rd November 2021 with Hima Bindu and Bhagya Lakshmi.

Areas of improvement:

- Should be doing the automation setup and find out which framework would suit the Angular project.
- Bugs are reported but Bhushan needs to take lead on resolving the issues.
- Needs to be more communicative during the scrum calls and work on resolving the issues.

As discussed, Hima will evaluate your performance on manual testing in a few days' time. We will meet again next Tuesday i.e., November 30th to take a final decision on your performance and employment status with us.

Regards
Sanjana B.S.

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**From:** Sanjana BS
**Sent:** Thursday, November 11, 2021 9:34 AM
**To:** Bhushan MB. <Bhushan@Triconinfotech.com>
**Cc:** Sunil Kavoor Pai <sunil.pai@Triconinfotech.com>; Hima Bindu G <hima@triconinfotech.com>; Bhagya Lakshmi Kadabur <bhagyal@triconinfotech.com>; Lakshmi Vishwanath <lakshmi.vishwanath@Triconinfotech.com>
**Subject:** RE: Performance Improvement Plan

Hi Bhushan,

Please find my responses to your points below.

1. Your PIP start date has been revised to 10th November. It will be for one month (with end date 10th December).
2. Essentially you would have to work in line with the project requirements as given by the client and project lead. Request you to talk with Hima Bindu on this.
3. You can take the optional holiday on 19th November as planned.

Regards
Sanjana B.S.

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**From:** Bhushan MB. <Bhushan@Triconinfotech.com>
**Sent:** Wednesday, November 10, 2021 11:22 PM
**To:** Sanjana BS <sanjana.bs@Triconinfotech.com>
**Cc:** Sunil Kavoor Pai <sunil.pai@Triconinfotech.com>; Hima Bindu G <hima@triconinfotech.com>; Bhagya Lakshmi Kadabur <bhagyal@triconinfotech.com>; Lakshmi Vishwanath

<lakshmi.vishwanath@Triconinfotech.com>
**Subject:** RE: Performance Improvement Plan

Hi Sanjana,

I would like to mention few inputs regarding the below note:

1. All the project related things like initial setup & KT for the new assignment started from today : Hence technically the assignment has started from today (10th-Nov) not yesterday
2. Regarding Automation tool : we need to evaluate the tool before committing/ starting the automation, hence it is better not to commit to any tool before the evaluation.
3. I have planned leave on 19th-Nov (Optional Holiday) hence please consider the same for timelines setup.

Thanks & Regards
Bhushan M B

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**From:** Sanjana BS
**Sent:** 09 November 2021 05:26 PM
**To:** Bhushan MB.
**Cc:** Sunil Kavoor Pai; Hima Bindu G; Bhagya Lakshmi Kadabur; Lakshmi Vishwanath
**Subject:** Performance Improvement Plan

Dear Bhushan,

This e-mail is intended to reiterate your conversation with Sunil Kavoor Pai and myself about your performance. We rely upon each employee to perform their jobs to the best of their ability and at a satisfactory level in order to keep our working environment positive and productive one.

As communicated to you, effective from **9 November 2021** you have been put under a **Performance Improvement Plan** for 1 month to assist you in meeting the performance standards mutually agreed by you and your manager.

In order to support you through this, you are required to update Hima Bindu on a regular basis to monitor and discuss your progress against the performance goals that are identified. Your performance will be reviewed on a fortnightly basis and accordingly we will decide on your employment status by **23 November 2021.**

Your Objectives during the PIP are mentioned below.

- Understand Project scope and analyse the requirements so that manual testing can be performed
- Make sure to report all bugs and get them resolved on priority basis from dev team
- Learn required things for implementing Protractor automation frame work for Click and drag tool
- Setup automation framework for click and drag tool

- Take ownership on QA related activities and Quality of deliverables

If you require assistance or have any concerns during this period, please do not hesitate to discuss them with us. We continue to believe that you can be a valuable part of Tricon in the future and look forward to seeing positive actions and results from our discussion. It is our hope and expectation that you will respond positively to the Performance Improvement Plan and improve your performance level.

Regards
Sanjana B.S.

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